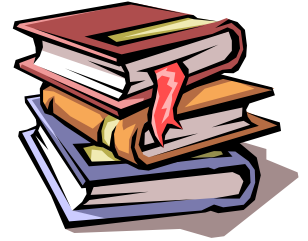


Project Management

State of Kansas



Microsoft Project 2016 – Basics – 1 Day

COURSE DESCRIPTION

This one day course will focus on helping individuals who use Microsoft Office Project Professional 2016. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course, attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to create and assign resources and finalize the project to implement the project plan. Students will use Microsoft Project 2016 Professional to work through example modules and create their own project plan.

OBJECTIVES

- Examine the Microsoft Project Environment
- Create a Project Plan and Tasks
- Examine how to input Project Resources
- Examine how to Assign Resources to Tasks
- Examine how to Track Progress on Tasks
- Examine how to Format and Share a Project Plan

TARGET AUDIENCE

The primary audience for this class is active Project Managers.

Class Dates/Cost/Location

NOTE: For the MS Project 2016 classes only: Enroll in multiple MS Project classes and receive Discounted Fees. FEES: One Class: \$140. Two Classes: \$245. Three Classes: \$350.

| <u>Class Date - "Basics"</u> | <u>PDU's</u> ^{1,2} | <u>COST</u> | <u>TIME</u> | <u>LOCATION</u> |
|------------------------------|-----------------------------|------------------------|-----------------------|-----------------|
| Tuesday, April 4, 2017 | 6.5 | \$140 per participant* | 8:30 a.m. - 4:30 p.m. | Topeka |

¹The Mathis Group, Inc. is a Project Management Institute (PMI) Registered Global Educational Provider. This course provides PMI Professional Development Unit's (PDU's).

²PMI's Talent Triangle Breakdown: Technical – 6.50

*2.5% administrative fee included

Course Registration

- The registration form can be found at: <http://oits.ks.gov/kito/epmo/kito-project-management-training>. Email completed form to kito@ks.gov. For questions about this course, contact Sara Spinks at sara.spinks@ks.gov or 785-296-3329.

Cancellation Policy

Cancellations up to twenty (20) days prior to the class date – 100% refund

Cancellations less than twenty (20) days – no refund

PM Information can be found at: <http://oits.ks.gov/kito>